

## **Assessment of Competency to Teach MBCT – Steps and Process**

### **Step 1**

The applicant will be asked to supply a portfolio for assessment. This would typically include (1) reasons for the application, (2) summarised (and ideally evidenced) information demonstrating that they have fulfilled the prerequisites as they outlined in the Oxford MBCT Training Pathway and (3) video recordings of all 8 sessions of the MBCT course they have run. The portfolio should include evidence of meeting the Good Practice Guidelines for MBCT teachers.

The portfolio and recordings will then be passed on to an OMC assessor. If the applicant does not meet the pre-requisites, the portfolio will be returned to the applicant. If the portfolio meets all of the pre-requisites, the OMC will issue an invoice for the assessment fee. Once the OMC has received the fee payment, the recordings will then be assessed as below.

**Step 2**

The assessors will always rate two whole sessions (and more if required) for competency in teaching MBCT using the MBI-TAC. Normally this will be one from the first half of the course (not session 1) and one from the second half of the course (not session 8). The approach to assessment of competency is set out in the MBI-TAC Manual.

An independent moderator will moderate both the competency assessment and the feedback. This may include further review of the recordings and discussion with the assessor. Also over time, the moderator will have a good sense of the congruence *between* the assessors in the use of the MBI-TAC. Moderation normally takes approximately one hour

**Step 3 (competency met)**

A certificate of competence is issued if the applicant meets criteria for competence on ALL six domains of the MBI-TAC. Formative feedback will be provided that includes strengths and areas for development.

**Step 3 (competency not yet met)**

If the applicant does not yet meet competency across the domains, formative feedback will also be provided that includes strengths, areas for development and what is required to meet competency. The person can then come back to be reassessed at Step 2, providing a statement of how the feedback has informed further learning.

## Application Process

Your application must include an application form, video recordings of an 8-week MBCT course which you have taught recently, consent forms from both yourself and your participants and a page explaining your teaching context.

### 1) Application Form

Please download the application form below. This must be completed in English and provide details of your readiness to be assessed. This will typically include (1) reasons for your application and (2) summarised (and ideally evidenced) information demonstrating that you have fulfilled the requirements of the MBCT teacher training pathway (Segal et al., 2016), including the prerequisites and an apprenticeship with supervision. If you teach within the UK, the application should also include evidence of meeting the [Good Practice Guidelines for MBCT teachers](#).

[Download Application Form \(Word Document\)](#)

Please send your application by email to [OMCadmin@psych.ox.ac.uk](mailto:OMCadmin@psych.ox.ac.uk) and in hard copy along with your video recordings.

### 2) Video Recordings

Your application must be accompanied by video recordings of all sessions of the 8 -week MBCT course that you have taught. Please submit two copies of your recordings on two separate USB memory sticks to Competency Assessment, Oxford Mindfulness Centre, Kellogg College, 60-62 Banbury Road, Oxford, OX2 6PN. We strongly recommend that you send your recordings by a secure delivery service or courier. ***It is your responsibility to send us recordings in which you are visible and both you and your participants are audible. Recordings which do not meet these criteria cannot be assessed.***

[Read guidance on video recordings](#)

[Read guidance on recording whilst co-teaching](#)

### 3) Teaching Context

Please submit one A4 page describing your teaching context. This should include a description of your participant group and any associated vulnerabilities or challenges; the context in which you are teaching (hospital, therapy centre, school, privately, etc.) and any adaptations you have made to the MBCT curriculum with an explanation of the rationale behind your changes. Please submit this via email to [omcadmin@psych.ox.ac.uk](mailto:omcadmin@psych.ox.ac.uk) and in hard copy along with your video recordings.

### 4) Participant Consent Form

All participants on your course must have given their consent for the sessions to be recorded and assessed and you must provide evidence of their consent. Below is a sample consent form which you can use if your teaching context does not already have a way of asking for consent. Please ask all participants of your course to sign the participant consent form, or provide evidence that consent has been given in a different way, and submit these via email to [omcadmin@psych.ox.ac.uk](mailto:omcadmin@psych.ox.ac.uk) and in hard copy along with your video recordings. The consent form includes an additional **optional** consent for you and your participants to consent to the recordings being securely filed and used for future training of new assessors. [View example participant consent form](#)

### 5) Your Consent Form

You must give your consent for the recordings to be assessed and confirm that your participants have given their consent.

The consent form includes an additional **optional** consent for you and your participants to consent to the recordings being securely filed and used for future training of new assessors.

Please complete and sign the applicant consent form and submit this via email to [omcadmin@psych.ox.ac.uk](mailto:omcadmin@psych.ox.ac.uk) and in hard copy along with your video recordings.

[View applicant consent form](#)

### 6) Payment of the Fee

On acceptance of your application form you will be issued an invoice to pay the fee of £400.

## **The Assessment Process**

The recordings of your teaching will be assessed by one of the OMC's team of trained competency assessors. If the MBCT teaching is not in English we will endeavour to identify an assessor who is fluent in the language of the tapes.

The assessors will rate two whole sessions (and more if required) for competency using the MBI-TAC. Normally this will be one from the first half of the course (not session 1) and one from the second half of the course (not session 8). The approach to assessment of competency is set out in the [MBI-TAC Manual](#).

An independent moderator will moderate both the competency assessment and the feedback. This may include further review of the recordings and discussion with the assessor. If the tapes are in a language other than English the moderator will not review the tapes but will ask the assessor for greater detail in the moderation discussion about the observed MBCT teaching.

## **What happens next?**

### **Competency Met**

A Certificate of Competency to Teach MBCT will be awarded from the Oxford Mindfulness Centre if you meet criteria for competence on ALL six domains of the MBI-TAC. We will provide summative feedback that highlights your strengths and areas for development.

### **Competency not Met**

If you do not yet meet competency across all the domains, we will provide formative feedback that will highlight your strengths, areas for development and what you might need to meet competency. You can then come back to us to be reassessed, providing a statement of how the feedback we have given you has informed further learning.

## **Complaint/appeals**

If you have a concern about your assessment and it cannot be dealt with on a one to one basis with the assessor and resolved, you should follow the [OMC's policy for handling complaints](#).